

NIH REQUEST FOR PAYMENT OF TITLE 38 PHYSICIAN SPECIAL PAY

Date: _____ IC: _____ Name: _____

I. Brief description of PSP qualifying responsibilities (attach classified position description) and address the basis upon which the position qualifies for PSP:

- A. _____ Clinical duties. _____% of official time spent seeing patients. OR
- B. _____ The oversight of large interventional clinical trials. _____% of time in direct involvement in the clinical trial.

The incumbent is medically responsible for the clinical trial as evidenced by responsibility for (check as appropriate):

- ___ Determining the size of the trial
- ___ Deciding eligibility or exclusion on individual patients, and admitting patients
- ___ Monitoring progress reports
- ___ Evaluating adverse events
- ___ Directing changes in the trial, including its termination
- ___ Formulating and interpreting medical policies
- ___ Determining subsequent actions with respect to medicines/vaccines/future treatment protocols
- ___ Exercising regulatory responsibility for the conduct of the trial, etc. OR

- C. _____ A combination of clinical duties and the oversight of large interventional clinical trials (complete A. & B. above).

II. Recommendation for amount of Scarce Medical Specialty Pay (SMS)

Address each of the following factors:

- A. The individual's qualifications and skill in the specialty area, as shown by academic credentials, work experience, etc.
- B. The relevance of the individual's qualifications and skills to the position.
- C. The length of time the individual agrees to serve in the position.
- D. Other relevant factors.

See Prorating and an alternative to prorating in part III. if requesting Executive Responsibility Pay

**III. Is the individual to be covered by Executive Responsibility Pay (ERP)?
(yes or no) _____**

Prorating – Physicians receiving SMS and Executive Responsibility pay must have both prorated to reflect the percent of time spent in each capacity. The combined time in both activities cannot exceed 100%. Alternatively, when the physician uses his/her SMS in the executive capacity, 100% of SMS and none of the

ERP pay may be requested in lieu of prorating SMS and ERP. Indicate, "Covered, but is required to use SMS in his/her executive capacity. Therefore, ERP is not requested.")

Appendix 1

Description of Executive Responsibilities:

IV. Geographic Location Pay

A. Has Geographic Location pay be approved for this specialty?

(yes or no) _____

B. Are you requesting an exception to the uniform application of Geographic Location Pay to pay less to this individual (yes or no) _____? If yes, address why:

V. Exceptional Qualifications PSP

Are you requesting Exceptional Qualification Pay for this individual?

(yes or no)_____ Amount requested \$_____

A. Basis for request – address the following relevant factors:

1. The outstanding or unique nature of the individual's experience and/or educational background.
2. The relevance of the individual's background to the specific needs of the employing organization.
3. The physicians stature within his/her field as evidenced by:
 - a. Presentation or invitations to speak at national or international professional meetings and conferences.
 - b. Authorship of publications, such as articles in refereed journals or books.
 - c. Requests for advice or consultation from physicians outside the employing organization.
4. Other equivalent factors.

B. Documentation of required comparative review for Exceptional Qualifications Pay, i.e., comparison of special pay amounts for physicians with the same length of service, specialty, and position within the primary organization unit in which the physician is employed.

_____ Signature of the IC Clinical Director	_____ Date
_____ Signature of the IC Scientific Director	_____ Date
_____ Signature of the Recommending Official	_____ Date

Attachments:

HHS-691, Request for Special Pay for Physicians and dentists

HHS-691-1, unsigned Employee Agreement to Receive Special Pay for Physicians and Dentists

OF-8 and Position Description (required if requesting approval of the Director, NIH)

CV and bibliography